CITY OF MOUNTAIN VIEW

"The HR team has set the bar high for future groups I will work with. They are an exceptional group of people who know how to work hard while being approachable, friendly, to the point, and who can make me laugh. AND they are all kind, funny, and just downright their own brand of cool."– Former HR Intern

Why Consider the City of Mountain View?

It's simple: we are a **dedicated team of professionals committed** to providing **exceptional service** to the **community** we serve, and we want you to join us! When you become part of the City of Mountain View family, you will find this is not just a J-O-B, it is a way of life for those who seek a mission-oriented culture. The Human Resources Division is a group of talented and respected individuals who are committed to providing an outstanding work environment for our employees. At Mountain View we believe that that people are our number one resource!

About This Role

This is a full time position in the Human Resources Division in the City Manager's Office, which can be filled as either a Human Resources Analyst I, or a Human Resources Analyst II. We want an **enthusiastic** and **highly motivated** individual who possesses **amazing technical and analytical skills** as well as exceptional **interpersonal skills**. Yes, we want to have our cake and eat it too!

What You Bring:

Human Resources Analyst I

- A bachelor's degree from an accredited college or university in a related field.
- No professional experience is necessary; paraprofessional experience is desired.
- Valid California Class C driver's license.

Human Resources Analyst II

- A bachelor's degree from an accredited college or university in a related field
- One year of experience performing duties similar to a City of Mountain View Human Resources Analyst I
- Valid California Class C driver's license

Who You Are

- You work well in a **fast-paced**, **team-oriented** environment.
- You are **adaptable**, **flexible** and can offer solutions in ambiguous situations.
- You possess good technical knowledge of HR and like to jump right in to try new things.
- You love to **connect** people to the HR information they need.
- You're able to work in **partnership** with citizens and departments to make sure their needs are met.
- You can think on your feet and you believe problem solving is a good group activity.
- You enjoy analyzing and resolving complex challenges
- You are an **enthusiastic** training and event planner, with the chops to pull things off in a variety of circumstances.
- You seek training and professional activities that will keep you engaged in the pulse of HR current events.
- You have a healthy sense of **work life balance**; you work hard and keep a sense of humor too.

What You'll Do

- Spend most of your time working as an HR generalist, switching gears between various program areas daily (training and development, benefits, recruitment, class and comp, and employee relations).
- Use your planning, analytical, and technical skills to: organize and create the employee training and development calendar; run multi-component recruitments; work on classification and compensation requests; log, track, and process FMLA requests; work closely with Payroll and Risk Management on employee leave integration; coordinate citywide special events; answer benefits questions; provide exceptional customer service; and work on special projects.
- Use your creative skills to partner with departments to create innovative HR programs; assess department training and development needs; evaluate employee engagement; participate in Wellness Committee programs; and improve overall staff efficiency and effectiveness.
- Work both independently and with a team to accomplish goals.

What We Offer

- Comprehensive benefits package including generous paid leave and group health coverage
- CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members). Employees contribute 11.5% to CalPERS with no Social Security deduction
- $800 annual professional development funds which can be used for technology, certifications & training!
- $300 for participating in Wellness Program activities
- Tuition reimbursement funds up to $20,000 for completion of a job-related bachelor's or master's degree or approved leadership program.
- Employee appreciation and activities

Are You Ready? Apply.

Submit your application, supplemental questionnaire, and resume online at www.calopps.org or the Human Resources Division, City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. This recruitment will remain open until filled!

Fine Print.

Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE).

Prior to hire, candidates will be required to successfully complete an extensive pre-employment process, including a psychological exam, polygraph, medical/hearing exam, employment verification and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination.

SUPPLEMENTAL QUESTIONNAIRE

1. Describe your related experience and background in <u>at least one</u> of the following Human Resources functions:
   a. Recruitment
   b. Classification and Compensation
   c. Benefits Administration
   d. Employee Relations
   e. Employee Training and Development

2. For <u>at least one</u> of the following, give an example from your work experience where you took the initiative to:
   a. Lead a project involving multiple people.
   b. Identify, propose and implement a process improvement.
   c. Research a complex topic or new law, write an analysis and present your findings.